

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, November 12, 2019

9:00 a.m.

Legislative Chambers

Steuben County Office Building

Bath, New York

****AMENDED AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – [October 8, 2019](#), [October 28, 2019](#) and [October 28, 2019 \(Joint\)](#)

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

A. County Clerk (*Judy Hunter/Susan Cranmer*)

1. [Semi-Annual Mortgage Tax Distribution](#)

B. Risk Manager (*Scott Sprague*)

1. **Approval to Add Town of Urbana to Steuben County Workers' Compensation Plan**

C. Purchasing (*Andy Morse*)

1. **Quarterly Copy Paper Award**

D. Real Property Tax Service Agency (*Wendy Jordan*)

1. [Adopting the Table of Equalization Rates](#)

2. [Filing the Report of County Equalization](#)

3. [Filing the Exemption Impact Report](#)

4. [Review Report of Percent Change Due to Equalization Rate and Valuation Change](#)

E. Personnel (*Nate Alderman/Jennifer DeMonstoy*)

1. **16-B Waiver for Creation of Paralegal Assistant, Assistant District Attorney and Part-Time Investigator Positions**

F. County Manager (*Jack Wheeler*)

1. **Setback Agreement**

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

Please note that the opportunity for Public Comment is only offered at the monthly Legislative Meetings which are held the 4th Monday of each month at 10:00 a.m., unless otherwise noted on the Legislative Calendar. If you have an issue you wish to discuss with a Standing Committee, you must receive the permission of the Chairman of the Standing Committee prior to that meeting and be placed on the agenda.

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at (607) 664-2247 at least 48 hours prior to the scheduled meeting to advise what accommodations will be necessary.